Grant Thornton

Workload Tracking Tool (WTT)

Training Program

September 2003

Training Program Structure:

Five Modules

1. Introduction and Overview
2. User Accessibility
3. User Component
4. Approver Component
5. Functional Administrator Component

MODULE 1:

Introduction and Overview

Training Objectives:

User Training Objectives

At the end of this training, you will be able to:

- Understand the 5 Ws of the Workload Tracking Tool (WTT) (What, Why, Who, Where, When)
- Enter Task Completion Information (task, time spent, quantity, customer served, etc.)
- Submit, Unsubmit, and Resubmit Task Completion Sheets for approval
- View the status of your Task Completion Sheet
- Access Assistance Resources

Introduction and Overview:

Purpose – What, Why, Who, Where,

- The Workload Tracking Tool (WTT) is a software tool designed to track workload information:
  - PRD (Performance Requirement Document) Tasks
  - Number of PRD Tasks completed
  - Amount of time spent on each PRD Task
  - Customer served (i.e. USARSO, 5th Army, FORSCOM etc.)

Introduction and Overview:

Purpose – What, Why, Who, Where,

- The workload information gathered will enable Fort Sam Houston to validate and/or adjust the Most Efficient Organization (MEO) staffing.
  - Workload will continue to be gathered throughout the five MEO performance periods
  - Collected data will also be used in the ABC/M effort

Introduction and Overview:

Purpose – What, Why, Who, Where,

- All Users performing PRD Tasks at Fort Sam Houston will begin using the WTT after training is completed
- The WTT will be fully implemented (i.e. all Users will be using the tool) by 1 Oct 03

MODULE 2:

User Accessibility

User Accessibility:

Launching the Workload Tracking Tool

- There are three ways to launch the WTT:
  - Click on the WTT link located on the A-76 Website

    http://www.cs.amedd.army.mil/a76
  - Double click on the WTT icon on the desktop
  - Open Internet Explorer and type in “workload” in the web address window.
    - For this training session only, type in “workloadtraining” in the web address window

User Accessibility:
EXERCISE 1
Launching from the WTT Desktop Icon

1. Locate the WTT icon on the desktop and Double Click on the

   - WTT Login Screen Opens

User Accessibility: EXERCISE 2 Launching from Internet Explorer

1. Place the mouse cursor on the "Internet Explorer" icon on the desktop and Double Click
2. Click on the web address window
3. Type: "workload"
   - For this training session only, type "workloadtraining" in the web address window

User Accessibility:

Logging into the Tool

The Login screen contains two fields:

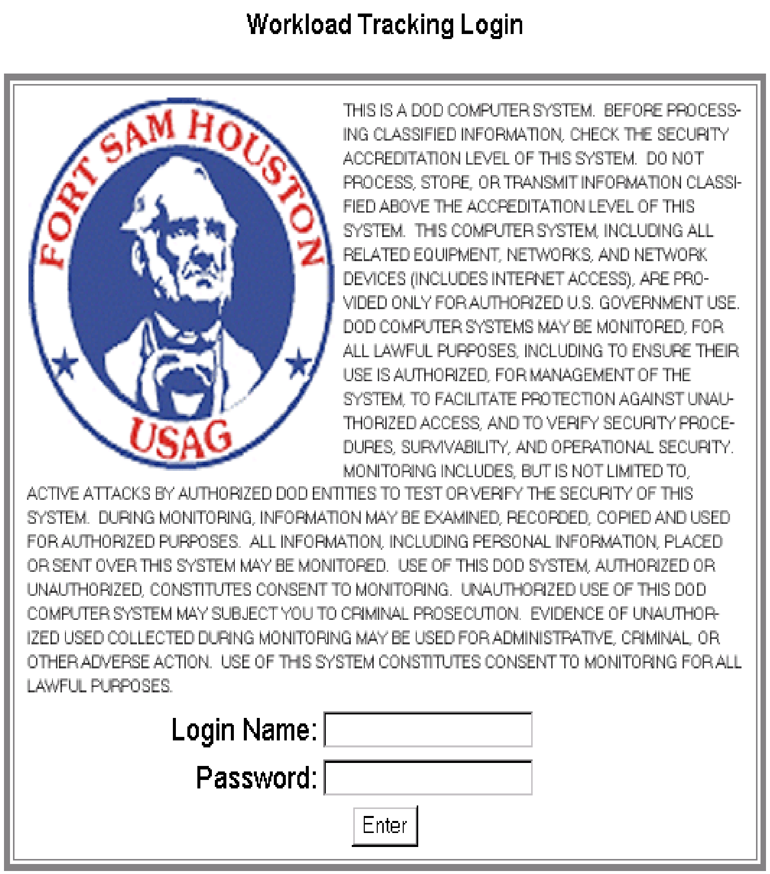
- Login Name: Your Windows NT Login Name
- Password: Your Windows NT Password
  - For this training session only: Use the password “meouser”

User Accessibility:

EXERCISE 3 Logging In

1. Click on the blank field next to "Login Name"
2. Type your Windows NT Login Name
3. Click on the blank field next to "Password"
4. Type your Windows NT Password

   (For this training session only: Type “meouser”)
5. Click on "Enter“ button



MODULE 3:

User Component

User Component:

Task Completion

- The User will select/input the following required information for each Task completed:

  - PRD Task
  - Quantity
  - Total PRD Task Completion Time
  - Customer

User Component:

Task Completion

- PRD Task
  - Select Task(s) from the list of available PRD Tasks
  - If a User is performing a PRD Task not found on the available list, select the Task titled “Task Not Identified in the PRD”
    - When selecting the Task “Task Not Identified in PRD,” detailed information on the Task completed must be provided in the “Comments” field

User Component:

Task Completion

- Quantity
  - Number of Tasks completed in a given timeframe (i.e. day, week, month, year)
  - When the quantity is something other than the number of Tasks completed, enter the appropriate unit of measure in the “Comments” field
    - For example, if the User completes six miles of roads paved, the User will select the “Roads Paved” task, enter 6 in the “Quantity” field, and type “Miles” in the “Comments” field

User Component:

Task Completion

- Total PRD Task Completion Time
  - When a Task(s) is completed, enter the total time spent completing the quantity of the Task(s) identified
    - For example, if the User completes six miles of roads paved in nine hours and ten minutes, the User will select the “Roads Paved” task, enter 6 in the “Quantity” field, type “Miles” in the “Comments” field, and enter “9:10” on the date that the Task was completed

User Component:

Task Completion

- Customer
  - Identify the Customer that was served by selecting the appropriate Customer from the drop down list
  - A separate completed Task must be entered into the WTT for each Customer served

User Component:

Task Completion

Additional Information:

- Task Completion Sheets are to be submitted weekly.
- If a User does not complete any Task(s) within a submission period:
  - Blank Task Completion Sheets are to be submitted
  - Blank Task Completion Sheets may be submitted ahead of time if the User takes leave
  - This conveys to the Task Completion Sheet Approver, that the User is using the WTT, working on Task(s) that are not yet completed, and/or the User is on leave

User Component:

Task Completion

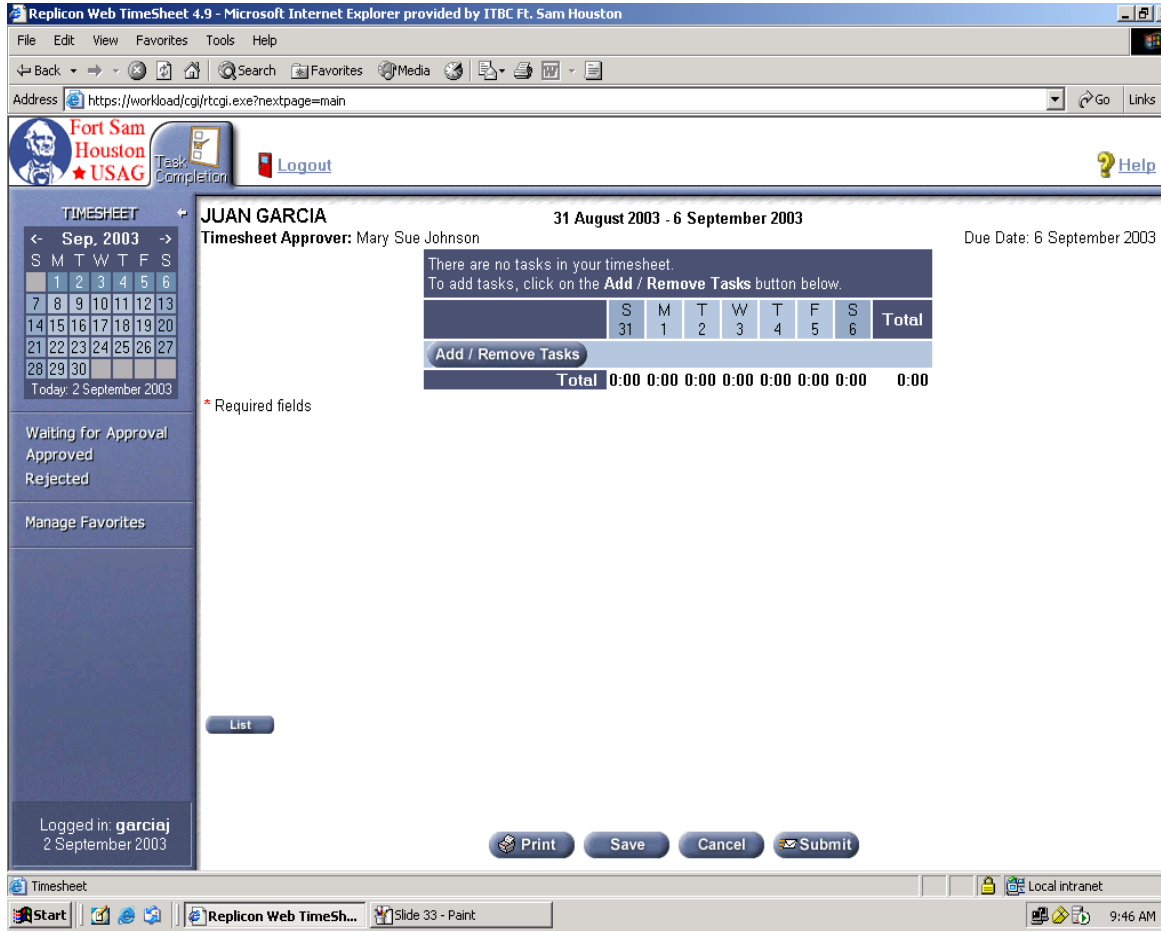
- E-mail Notifications will be sent to Users when:
  - Task Completion Sheet is due for submission
  - Task Completion Sheet is past due
  - Task Completion Sheet has been approved
  - Task Completion Sheet has been rejected

User Component:
EXERCISE 1 Inputting Information into the Task Completion Sheet

1. Verify that you are on the Task Completion screen

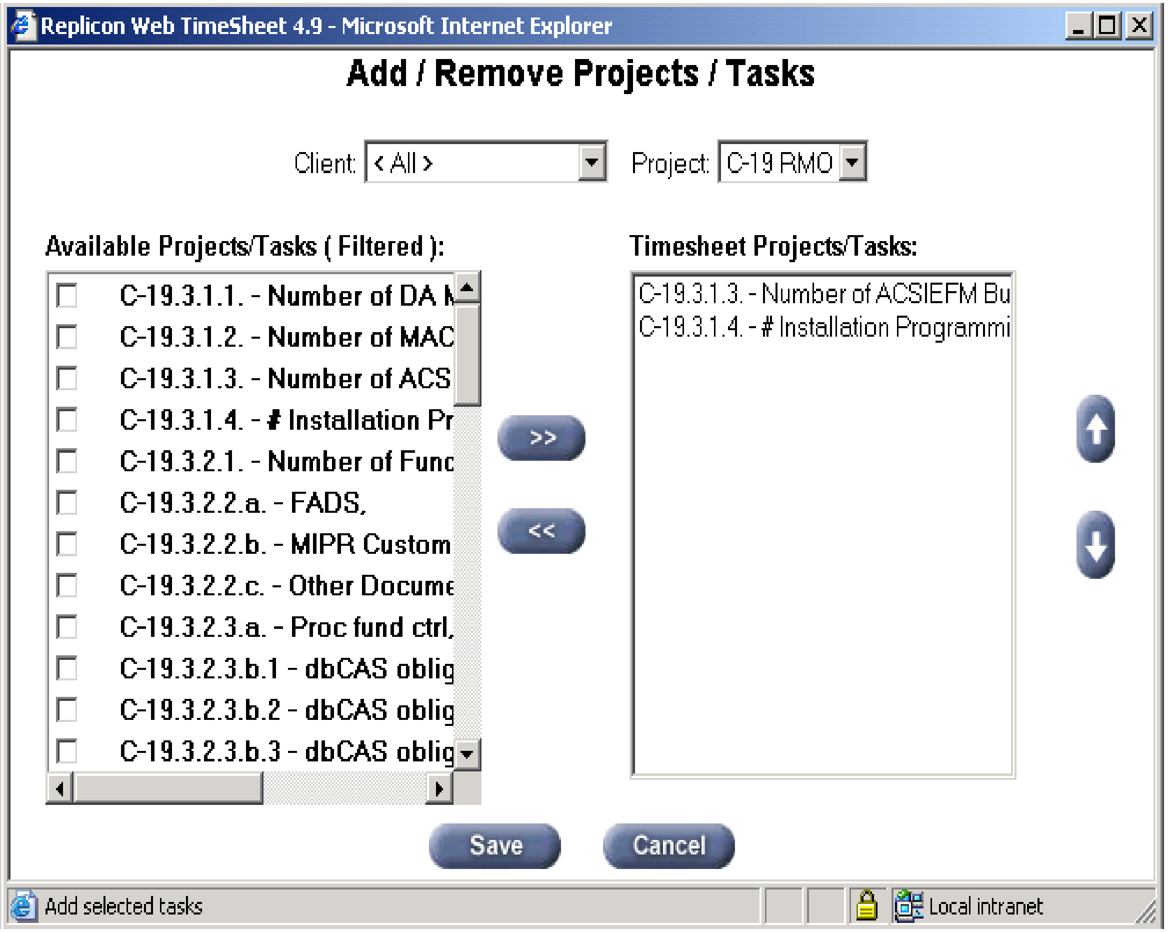
2. 

button



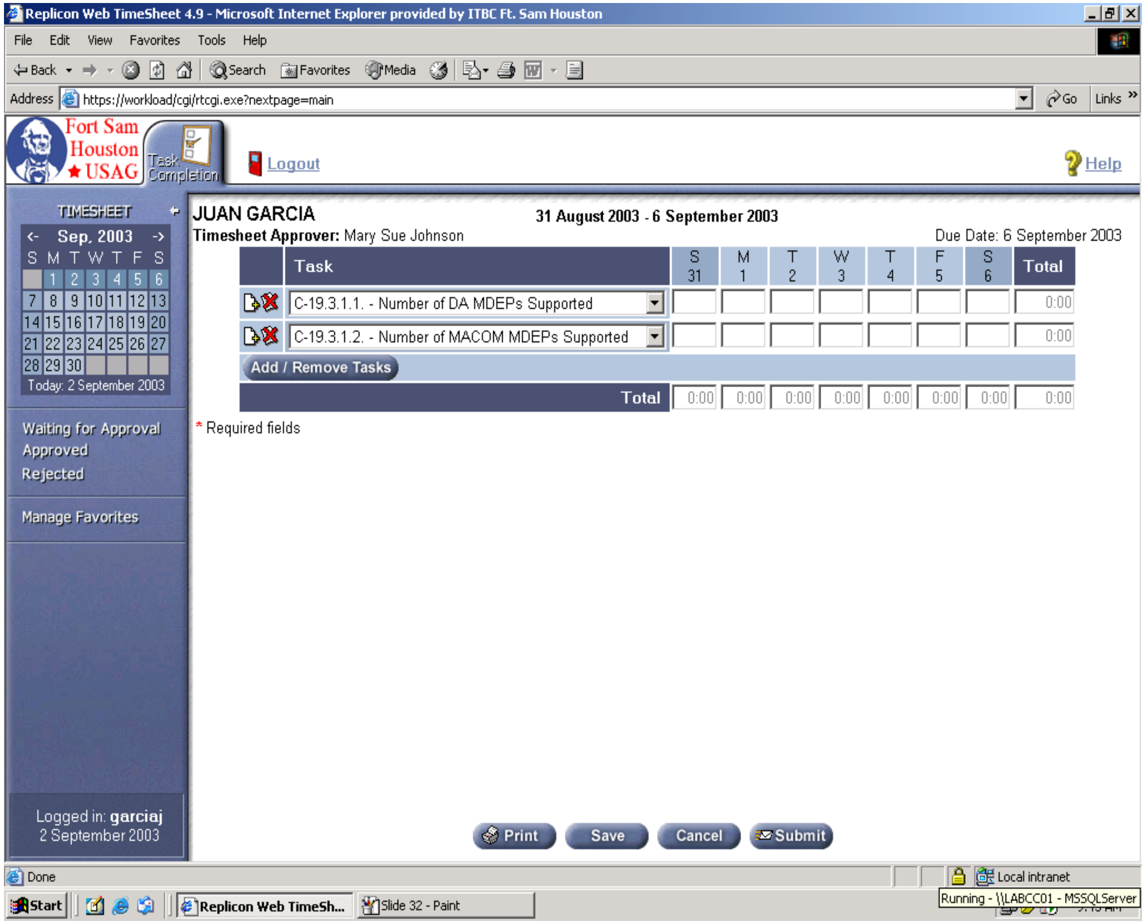
User Component:
EXERCISE 1 Inputting Information into the Task Completion Sheet

3. Select two Tasks by Clicking the box to the left of each task
4. Click the >> button to transfer Tasks to Projects/Tasks list on the right.
5. To Remove Tasks from the Projects/Tasks list, Click on the Task, and then Click the << button to transfer Tasks from the Projects/Tasks list
6. Click the Save button



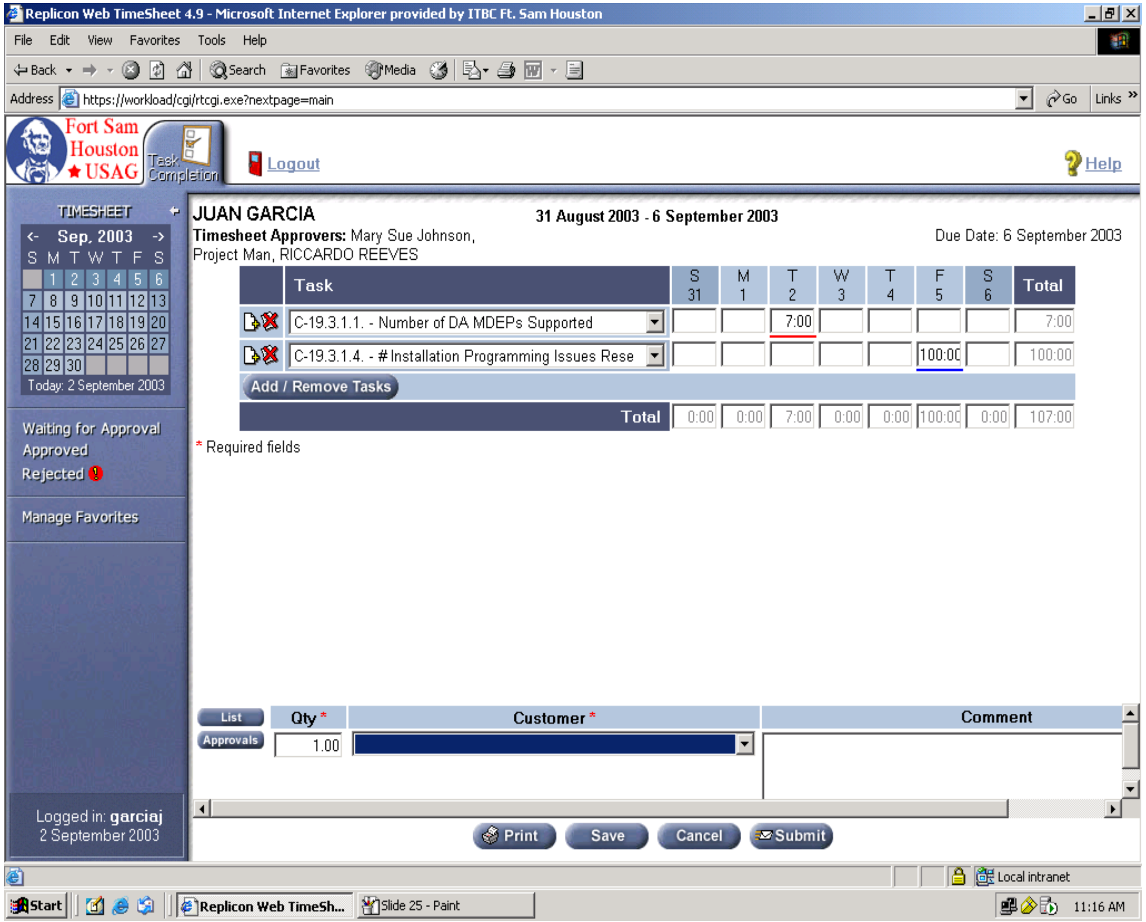
User Component: EXERCISE 1 Inputting Information into the Task Completion Sheet

6. The two Tasks you selected will now appear on your Task Completion Sheet
7. To add an additional Task, Click the "Add" button next to one of the existing Tasks
8. The drop down next to the added Task will only contain the Tasks you selected in Step 2



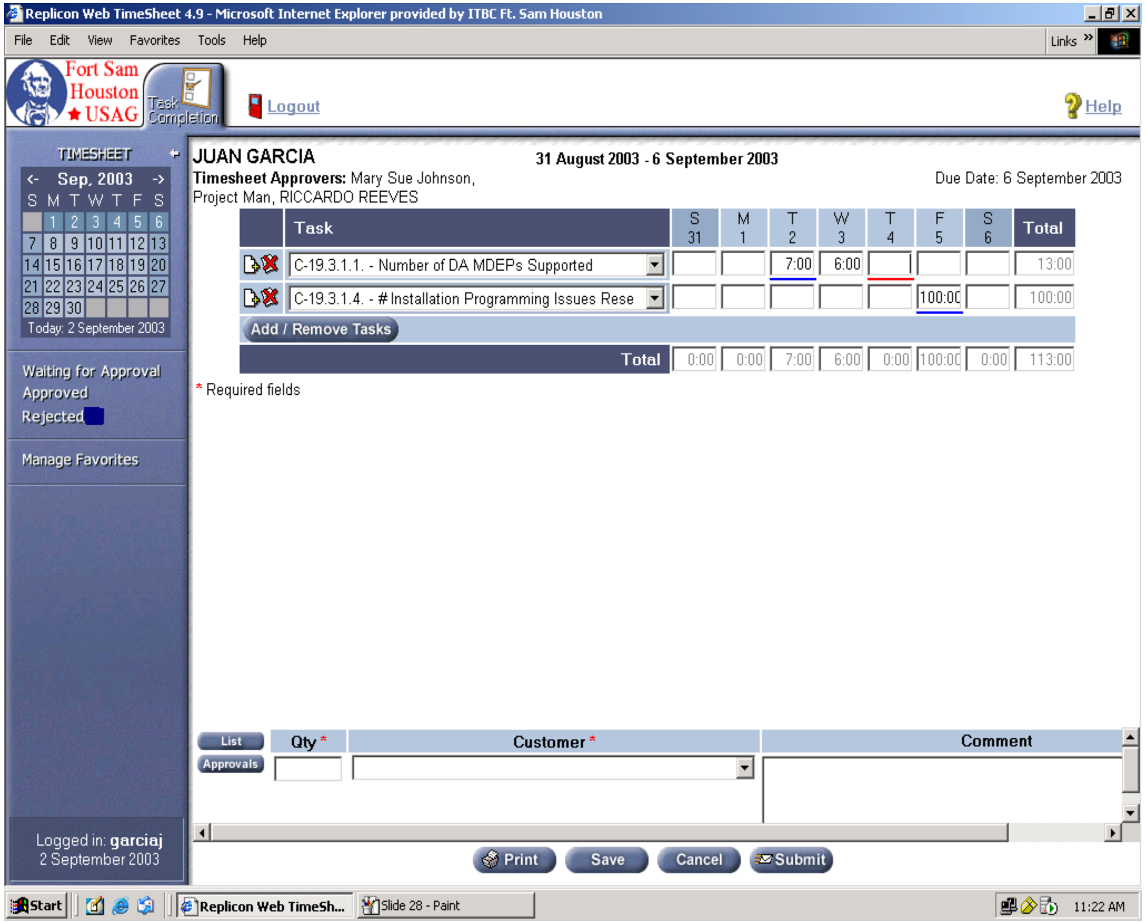
User Component:
EXERCISE 1 Inputting Information into the Task Completion Sheet

8. Click on the field corresponding to the day that the Task was completed
9. Click on the blank field at the bottom of the screen that is labeled "Qty"
10. Type in the number of Tasks you completed
11. Type in the total number of hours and minutes spent on that Task
12. Select the appropriate Customer from the drop down list



User Component: EXERCISE 1 Inputting Information into the Task Completion Sheet

13. A blue line will appear when you have entered all the information required for an entry. If you have not entered information in all required fields, a line will not appear underneath that date entry.
14. A red line will appear to indicate the entry that you are currently working on



User Component:

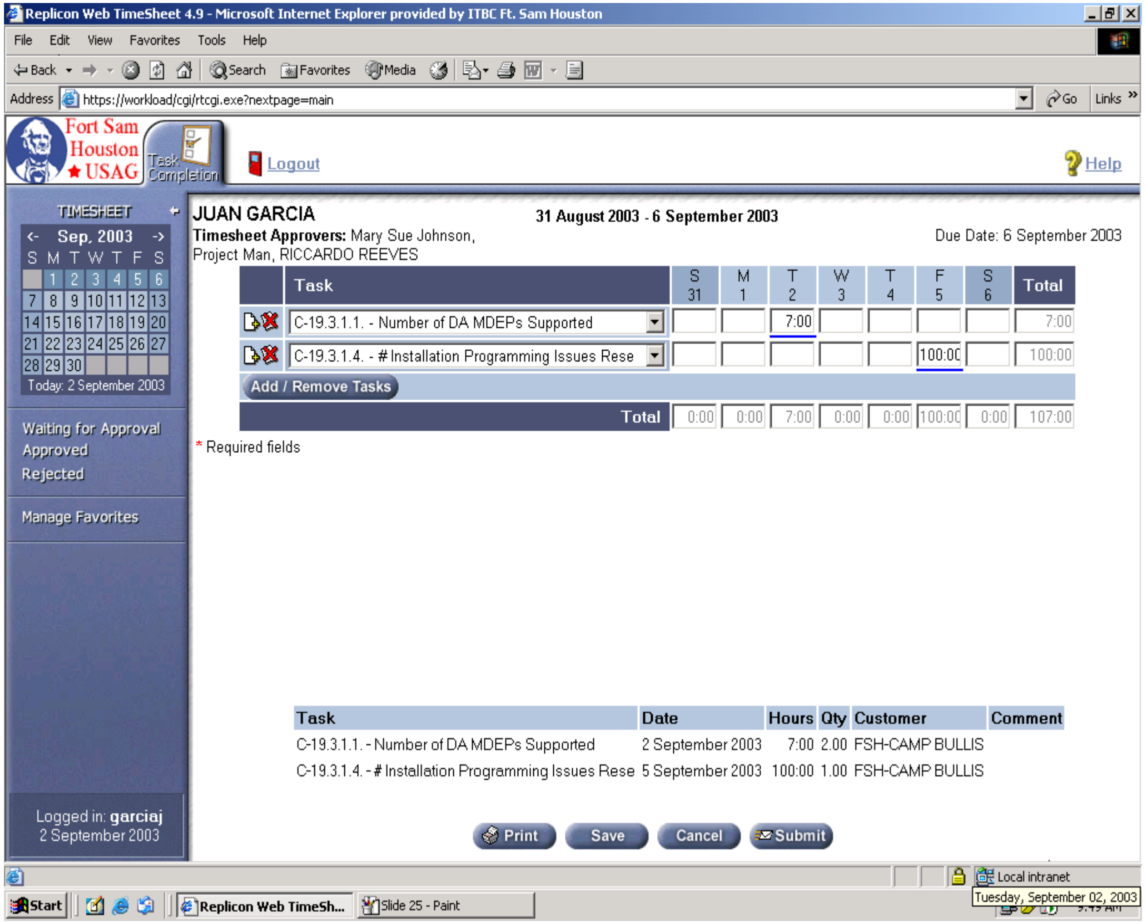
Task Completion

- Shortcuts “Manage Favorites”
  - As opposed to adding Tasks from the menu for each new Task Completion Sheet, the User can add the common tasks to his/her “Manage Favorites” list
  - The Tasks in the User’s “Manage Favorites” list will automatically populate in the drop down list when a new Task is added in the User’s Task Completion Sheet

User Component: Exercise 2 Selecting Tasks Using "Manage Favorites"

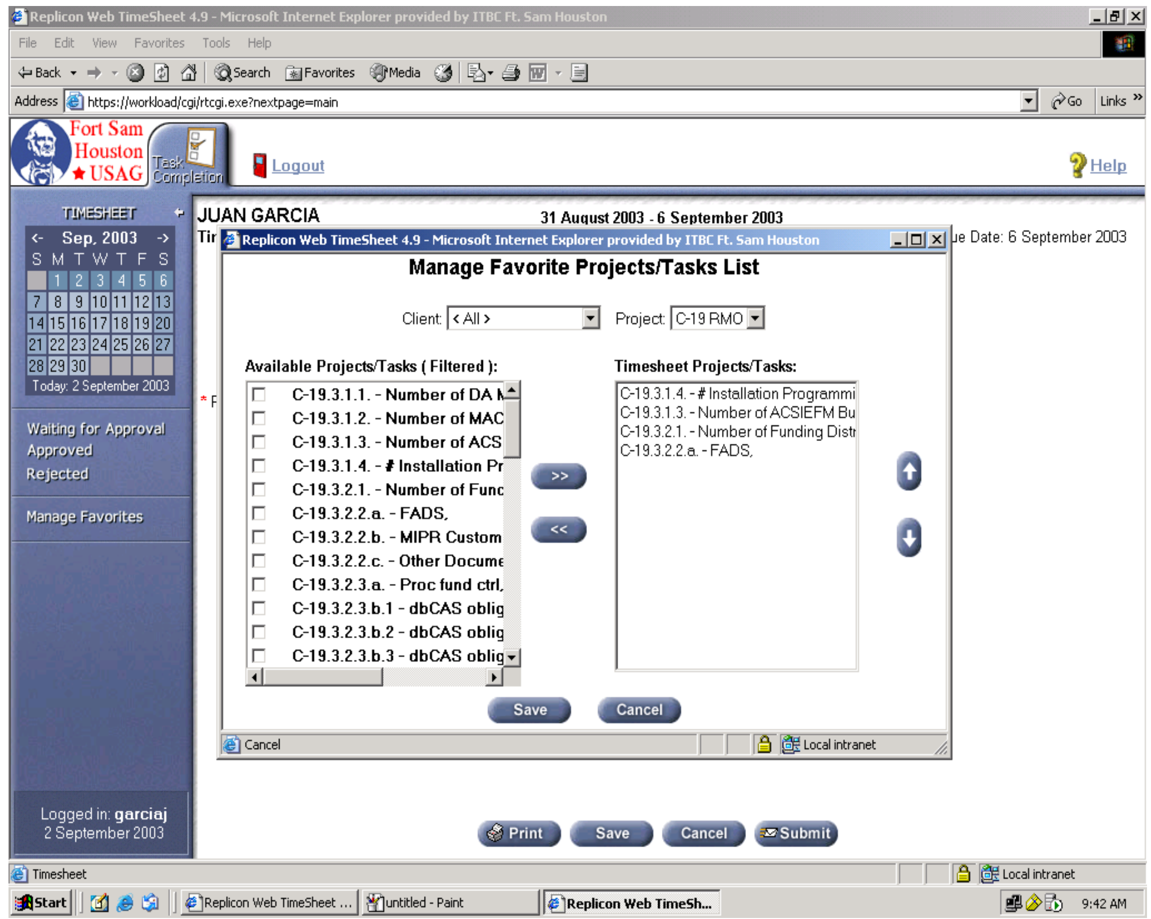
1. Verify that you are on the Task Completion screen and that Tasks have already been added/removed

2. Click on "Manage Favorites" located on the left side menu



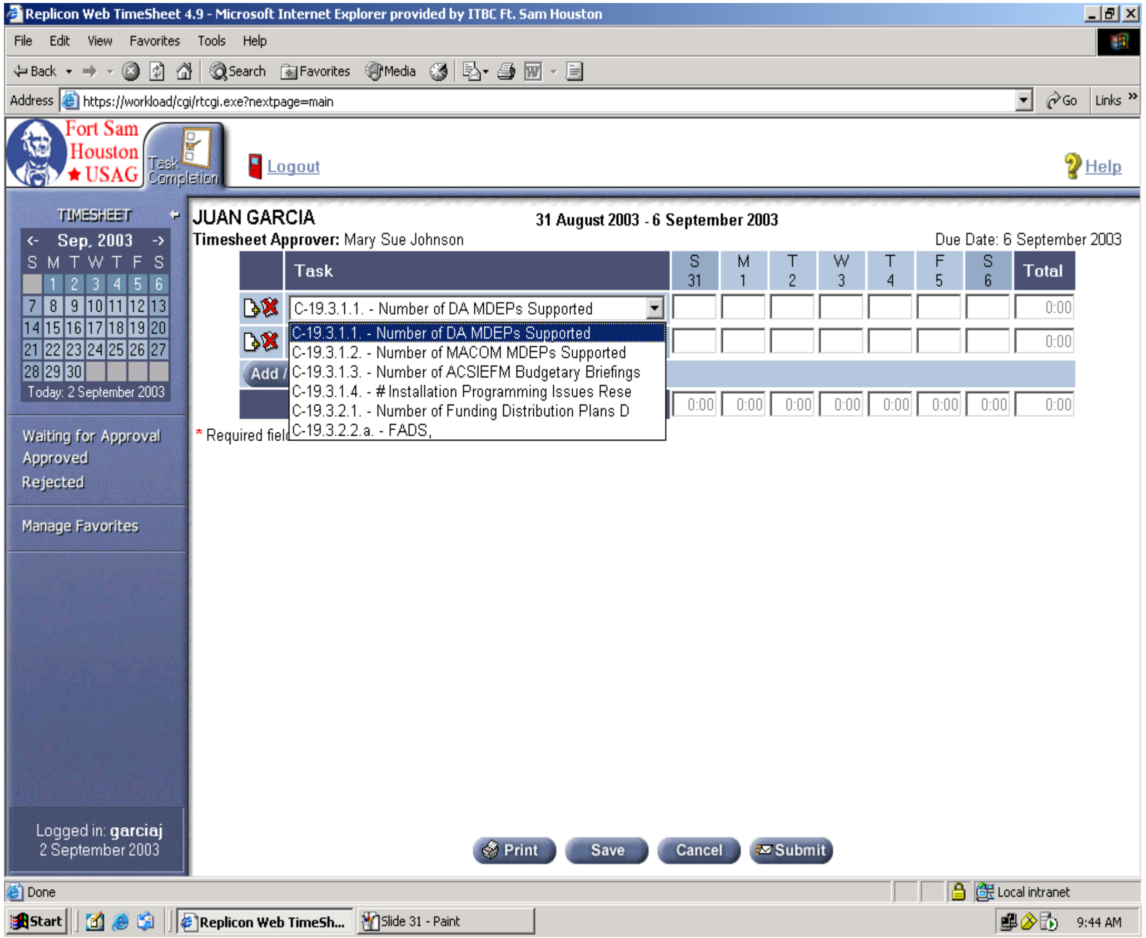
User Component: Exercise 2 Selecting Tasks Using "Manage Favorites"

3. The Manage Favorite Projects/Tasks List screen will appear
4. To Add Tasks to your Favorites list, click the box next to the left of each task
5. Click once on >> to transfer the selected Tasks to the Project/Task List on the right
6. Click once on Save



User Component: Exercise 2 Selecting Tasks Using "Manage Favorites"

7. After you have saved the Tasks in "Manage Favorites", the Task Completion Sheet screen will appear
8. Click on the drop down list next to a Task on your Task Completion Sheet
9. The two Tasks you selected in "Manage Favorites" will appear in the drop down list

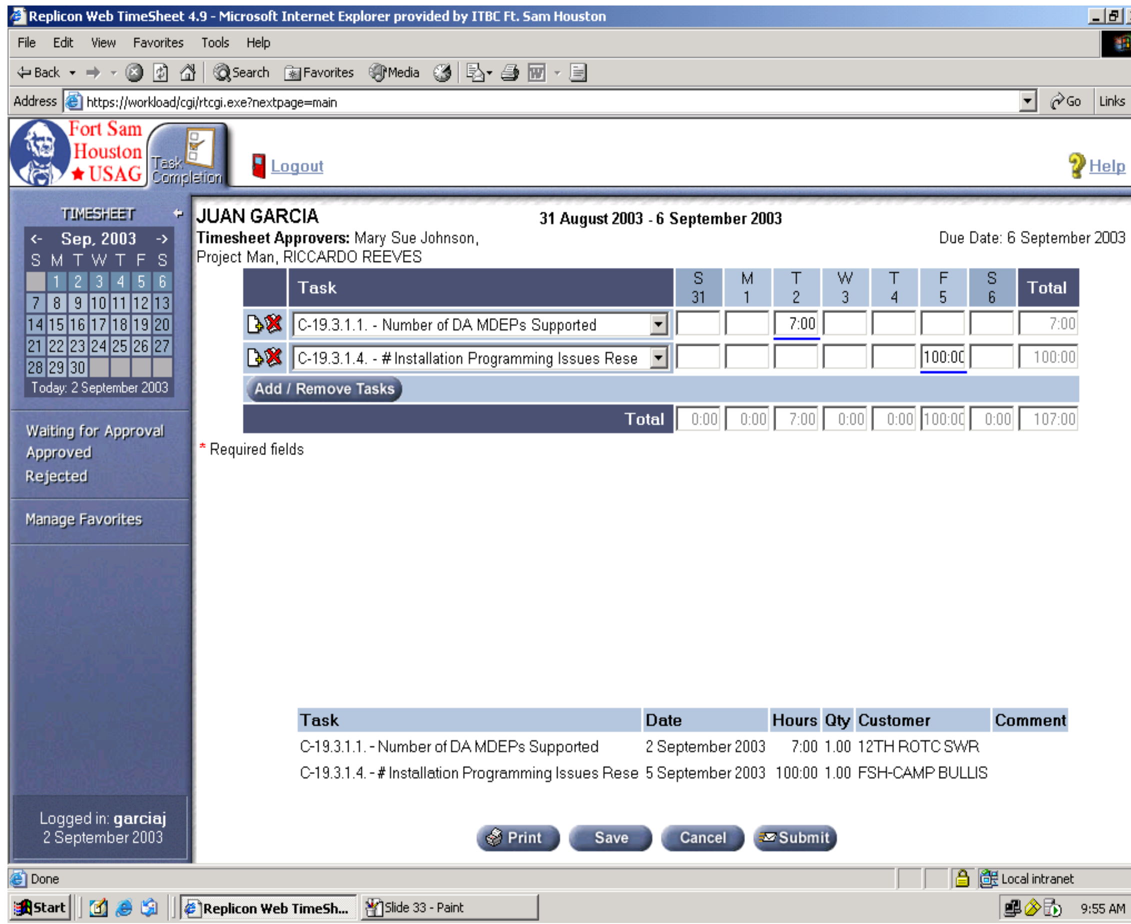


User Component: EXERCISE 3 Submitting Task Completion Sheet for Approval

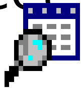
1. Once all information has been entered for a submission 

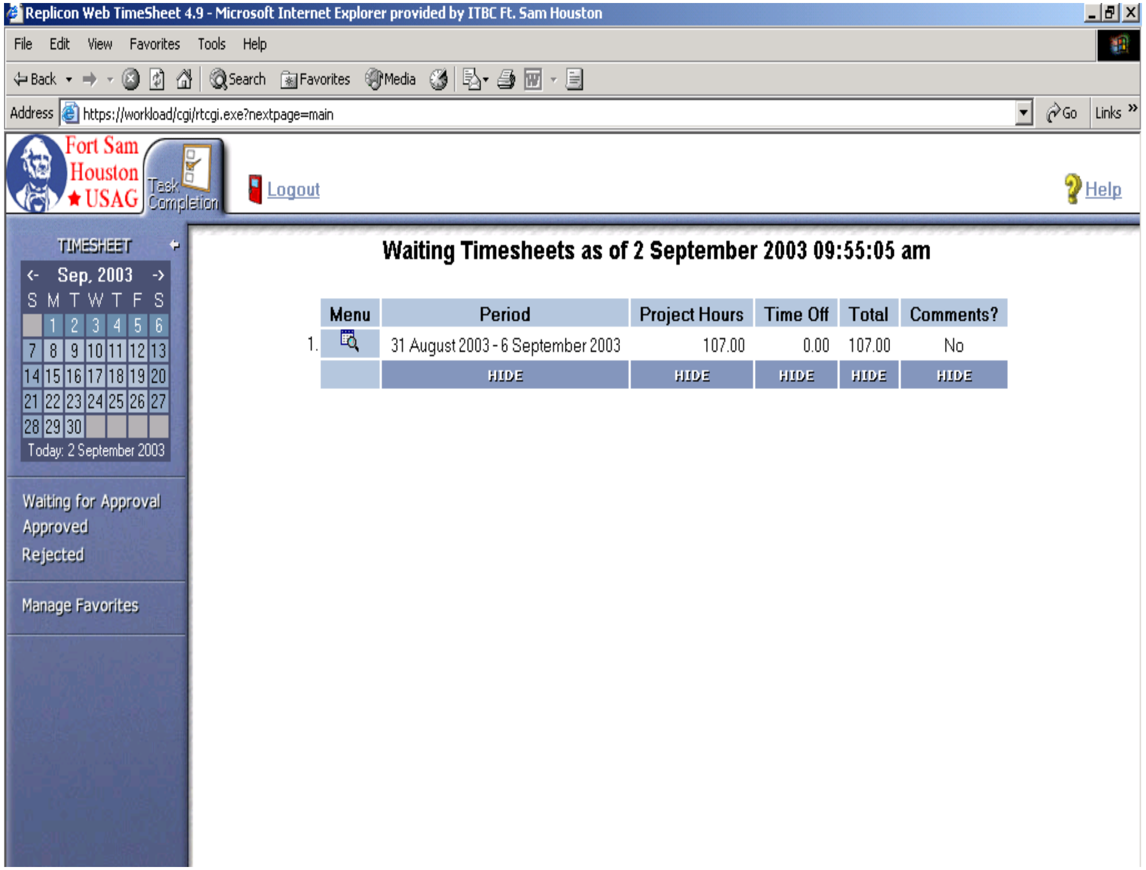
Click on the button

2. Your Task Completion Sheet will be submitted for approval



User Component: EXERCISE 4 Viewing Task Completion Sheet Status

1. On left side menu click on a Task Completion Status:
   - ➢ Waiting for Approval
   - ➢ Approved
   - ➢ Rejected
2. Locate the appropriate Task Completion Sheet Period and Click the  button to display the Task Completion Sheet

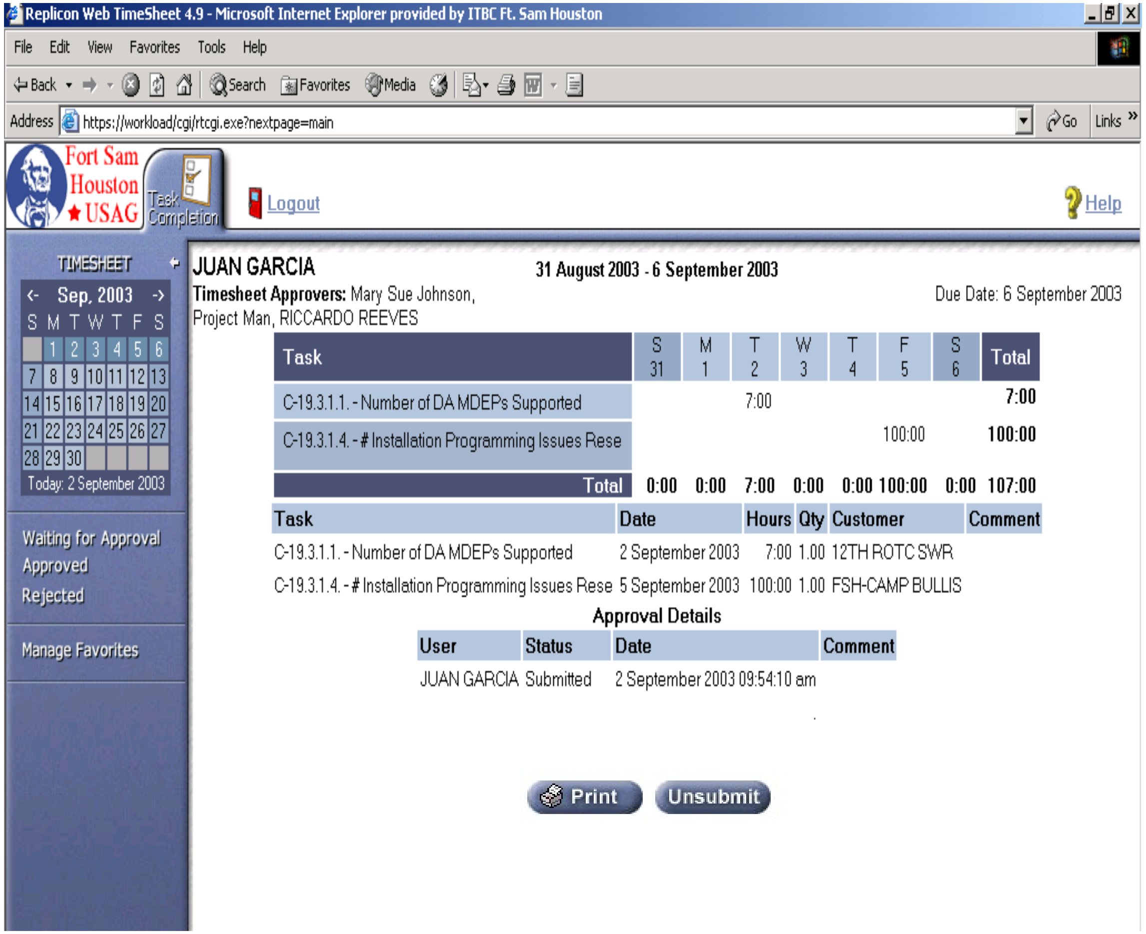


User Component:
EXERCISE 5 Unsubmit Task Completion Sheet for Approval

1. On the Task Completion Summary screen, Click on “Waiting for Approval” on the left side menu
2. Select the appropriate Task Completion Sheet
3. Click the button 

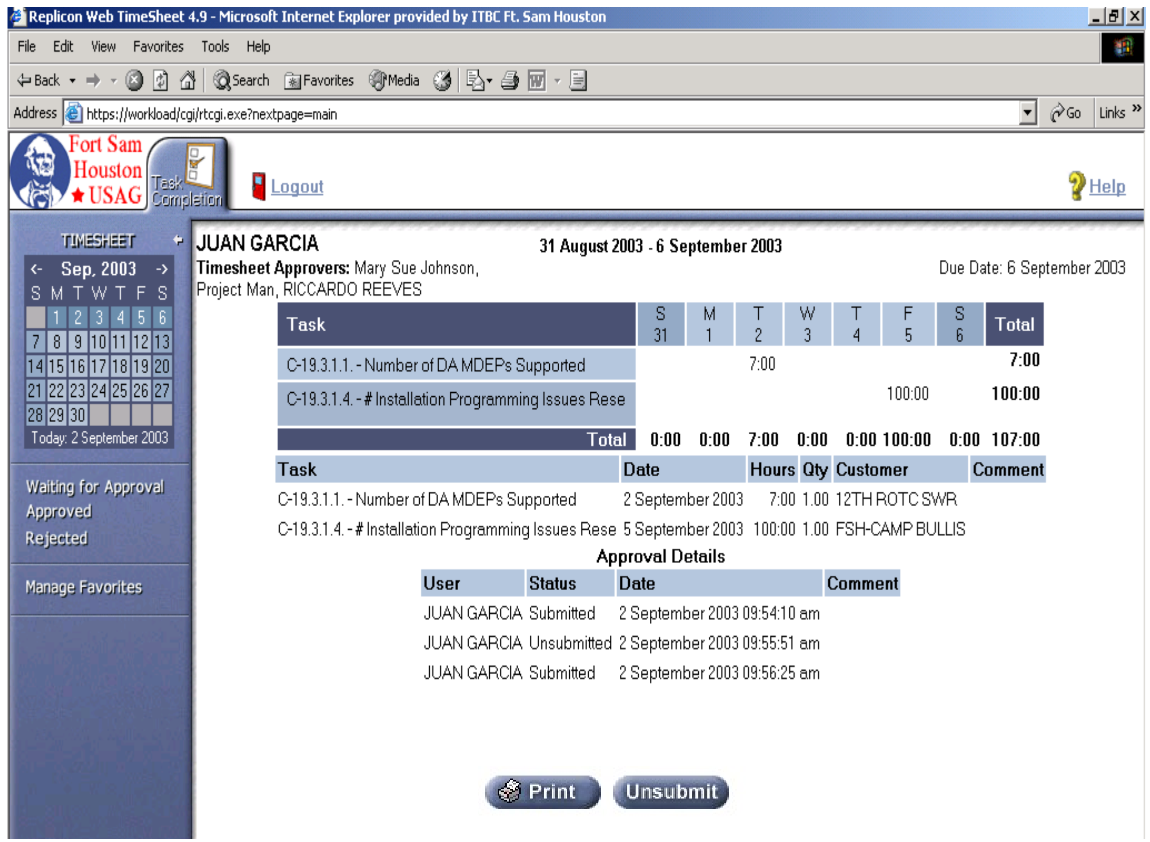
4. Make the necessary changes
5. Click the button to r 

the Task Completion Sheet



User Component: EXERCISE 5 Unsubmit Task Completion Sheet for Approval

6. After you have submitted your Task Completion Sheet, Click the  button to view your Task Completion Sheet
7. In the “Approval Details” at the bottom of the screen are the detailed approval entries for your Task Completion Sheet



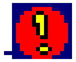
User Component:

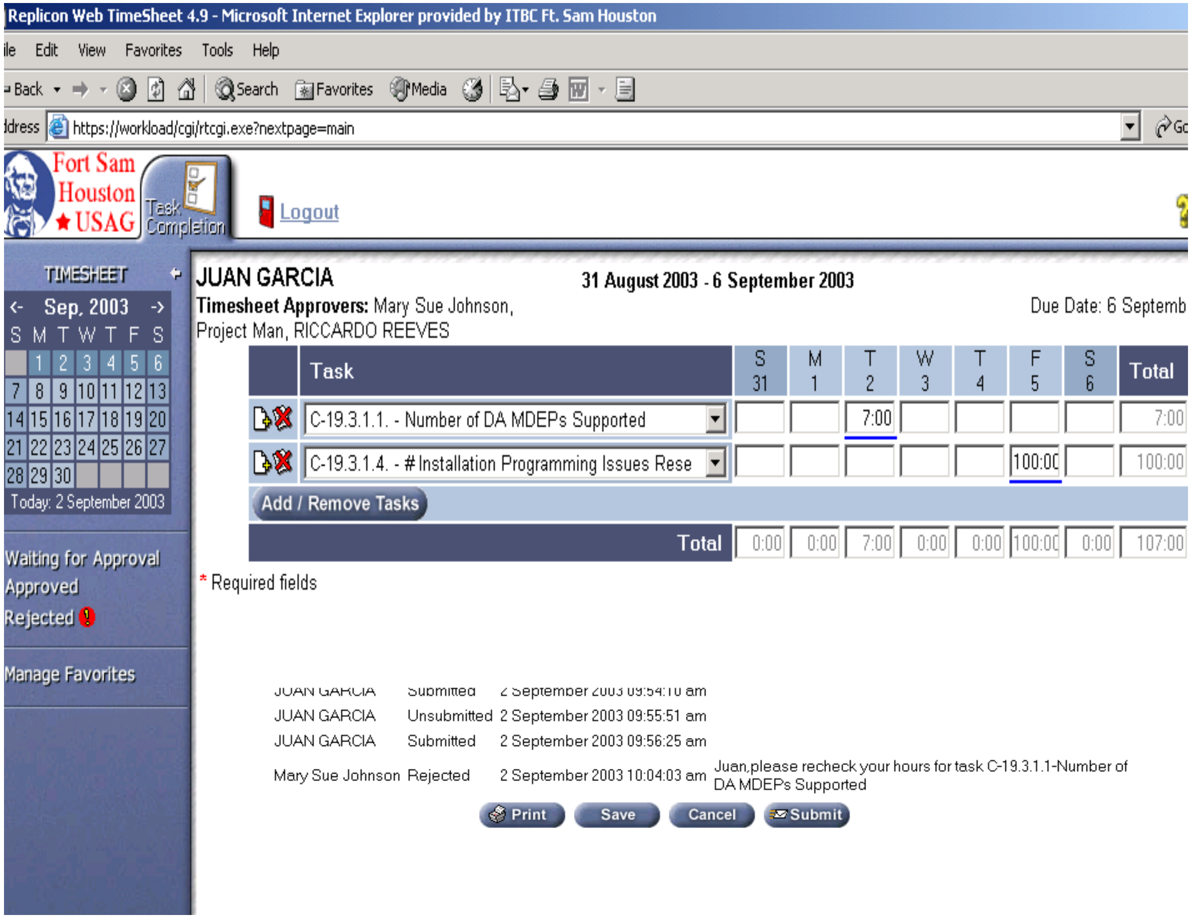
EXERCISE 6 Logging Out

1. Click on the Logout link 

at the top of the screen
2. Once the User has logged out, he/she will be transported to the A-76 website
3. If you need to log back in, Click on the "Workload Tracking Tool" link on the A-76 website

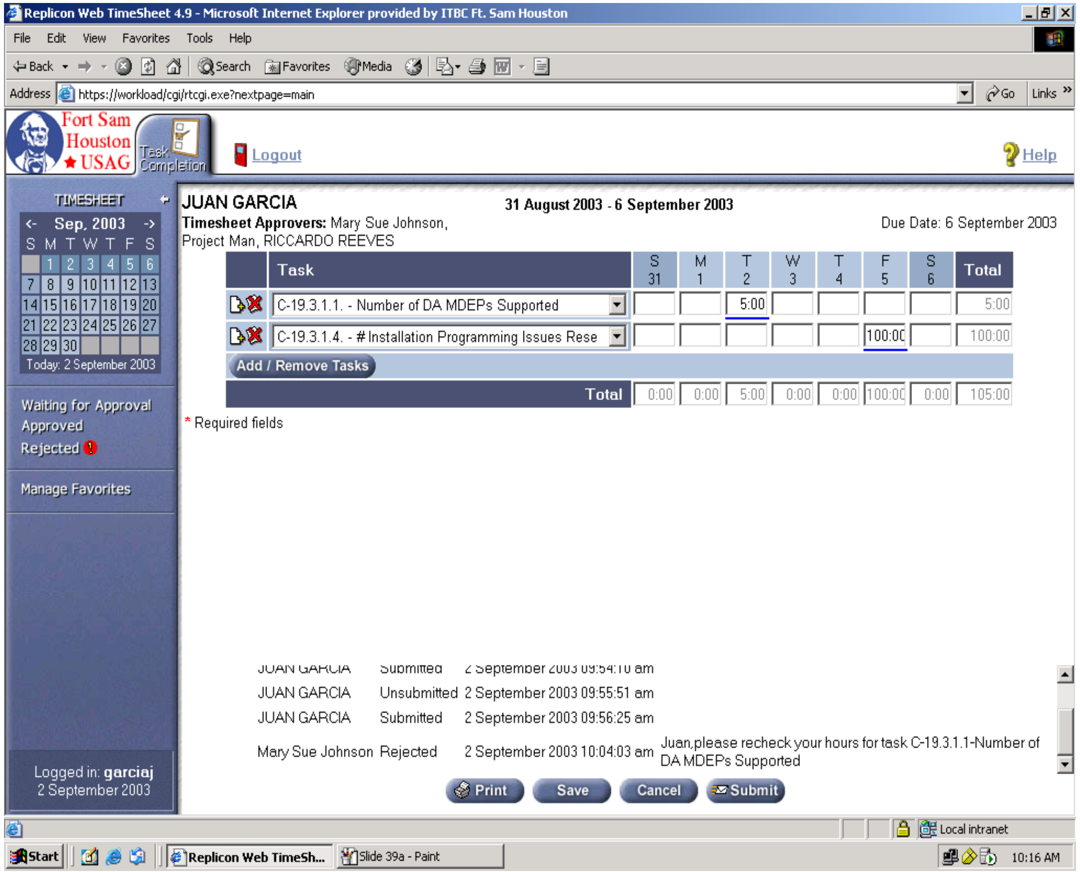
User Component: EXERCISE 7 Resubmit a Rejected Task Completion Sheet for Approval

1. Login to the WTT
2. Your rejected Task Completion Sheet will appear on the screen
3. On the left side menu next to "Rejected" a  indicator will appear



User Component: EXERCISE 7 Resubmit a Rejected Task Completion Sheet for Approval

4. Read the instructions in the “Approval Details” at the bottom of the screen
5. Make the necessary corrections
6. Click the  button to resubmit the Task Completion Sheet



User Component:

Accessing the Assistance Resources

- The User will be able to access the A-76 website three different ways:
  - Click the Logout butto 

in the WTT
  - Click the Help Link 

in the WTT
  - Open the Internet Explorer browser and type in http://www.cs.amedd.army.mil/a76

User Component:

Additional Assistance Resources

- The A-76 website has links to the following resources:
  - External Task Completion Worksheet
  - Request for New User (CSFS Form 394 E-R, Feb 2001)
  - WTT Training Presentation
  - WTT Training Outline
  - BOS and VI PRDs

User Component:

Additional Assistance Resources

- MEO and CGA Organizational Charts
- MEO and CGA Staffing Tables with Position Description (PD) Numbers and information on how to access PDs in FASCLASS
- Transition Business Plan and Timeline
- Other Transition Updates
- Updates on Personnel Actions

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Questions?

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